

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

***Arlington School Committee
Standing Subcommittee: Budget
Monday, April 12, 2021
4:00 PM***

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

Open Meeting

You are invited to a Zoom webinar.

When: Apr 12, 2021 04:00 PM Eastern Time (US and Canada)

*Topic: School Committee Budget Subcommittee, Monday, April 12, 2021, 4:00 p.m.
My Webinar*

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_d9RwyEjfSDmdFxTRURUT-w

After registering, you will receive a confirmation email containing information about joining the webinar.

FY 22 Budget

- *FY22 Superintendent's Budget*
- *How to address decreased enrollment / Long Range Plan?*
- *Other funding needs for FY22, FY23*

Approval of minutes

Old business

New business

Adjournment

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on

the time needed to fully explore the topic.

Submitted by Kirsi Allison-Ampe, MD, Chair

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Karen Fitzgerald at kfitzgerald@arlington.k12.ma.us in advance of the meeting.



Town of Arlington, Massachusetts

Meeting Location

Summary:

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

ATTACHMENTS:

Type	File Name	Description
Reference Material	Remote_Meeting_Script_(00022231xA050C).pdf	Remote Meeting script
Reference Material	Remote_Participation_Checklist_for_COVID-19_Emergency_(00022229xA050C).pdf	Remote Participation checklist
Reference Material	Supplement_re_Remote_Participation_During_Coronavirus_State_of_Emergency_-_Checklist_and_Script.pdf_(00022235xA050C)_(1)_(1).pdf	Supplement re Remote Participation during Coronavirus State of Emergency

DRAFT SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS

Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name.*
- Staff, when I call your name, please respond in the affirmative. *State each staff members' name.*
- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

Introduction to Remote Meeting:

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom App/Facebook Live/etc.] as posted on the Town's Website identifying how the public may join.

For "Zoom" Meetings

Please note that this meetings is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording.

Meeting Materials

***For Novus Agenda-Supported Meetings:** All of the materials for this meeting, except any Executive Session materials, are available on the Novus Agenda dashboard, and we recommend the members and the public follow the agenda as posted on Novus unless I/The Chair notes otherwise.

***For Non-Novus Supported Meetings:** All supporting materials that have been provided members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- **I/the Chair,** will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

- Please remember to mute your phone or computer when you are not speaking;
 - Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
 - Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

[Any additional preliminary comments tailored to meetings]

REMOTE PARTICIPATION MEETING CHECKLIST

In Advance of Meeting

- ☐ All non-emergency items properly posted *at least* 48 hours in advance
- ☐ “Executive Order on Remote Participation” is posted with agenda
- ☐ All members received the same documents for meeting
- ☐ Supporting documents posted on Novus or Town website (does not have to be 48 hours in advance unless required by law)
- ☐ For meetings with public participation, encourage written public comments

Initiating Meeting

- ☐ Confirm that all Members are present and can hear each other
- ☐ Read Preamble to Remote Meetings
- ☐ Note materials for meeting available online through Novus or Town website for the public
- ☐ Introduce all members, staff, and persons on the agenda
- ☐ Cover “ground rules”

For “Zoom” Meetings

- ☐ Disable Chat Function for Participants
- ☐ Click “Record Meeting”
- ☐ Advise Participants that Meeting is Being Recorded
- ☐ Caution Participants About Screen Sharing

During Meeting

- ☐ Each speaker states their name before each presentation, comment, or question
- ☐ All votes taken by roll call
- ☐ Meeting Minutes reflect remote status

Technical Difficulties

- ☐ If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
- ☐ Keep accurate minutes noting any disconnections and reconnections of members



**Town of Arlington
Legal Department**

Douglas W. Heim
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To: Select Board

Cc: Town Committees and Commissions; Adam Chapdelaine, Town Manager; John Leone,
Town Moderator

From: Douglas W. Heim, Town Counsel

Date: March 18, 2020

Re: Supplement – Remote Meeting Checklist and Guidance

Please receive this Supplement to the Memoranda from this Office of March 11, 2020, and March 13, 2020 regarding the Town's options for conducting meetings during the coronavirus (or "COVID-19") State of Emergency in the Commonwealth.

As you will recall, meetings by telephone or video conference during the State of Emergency may proceed with all participants engaging remotely, so long as "alternative means of public access" is provided.¹ Public access can be provided by allowing the public to call in or otherwise join meetings remotely so that they can see and/or hear what takes place at remote participation meetings. To assist you in availing yourselves of these options, this Office has developed a checklist and script for Chairs and administrative support staff for remotely

¹ Certain hearings require additional consideration where public comment and/or participation is required.

conducted open meetings which you will find attached. These documents are intended as guides primarily to ensure the following:

- Accurate meeting minutes can be recorded;
- All other requirements of the Open Meeting Law are met;
- The public understands the modifications to the Open Meeting Law during the State of Emergency; and
- Chairs are able to effectively use new technologies such as the “Zoom” app effectively.

Please keep in mind that unlike some other users of teleconference or videoconference technology, it is essentially that a government body’s business can be accurately understood and recorded in meeting minutes, and that the public can follow along.

If specific circumstances of your meeting require further counsel, such as conducting an executive session by remote meeting, please contact this Office at your convenience for further support.



Town of Arlington, Massachusetts

Open Meeting

Summary:

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Town of Arlington, Massachusetts

FY 22 Budget

Summary:

- FY22 Superintendent's Budget
- How to address decreased enrollment / Long Range Plan?
- Other funding needs for FY22, FY23

ATTACHMENTS:

Type	File Name	Description
▢	Correspondence Talking_Points_re_CF_Emails_010521.pdf	talking pt re CF emails
▢	Correspondence dean_s_note_031521_Global_Approach_To_Budget.pdf	Dean's note

Below are the questions raised by CF in his emails and the talking points we came up with (Len, Kirsj, with input from Dean's memo)

Answers re CF Email to Alan Jones etc 12/20/19

1. How will APS return anticipated cumulative surplus to General Fund?
 - a. What was surplus FY20?
 - i. There was no actual surplus (all money used)
 - ii. Some was returned to town via reimbursements \$600k
 - iii. The reason that there were additional funds was over estimate of OOD costs
 - iv. We saw prepaying tuitions as fiscally responsible given COVID and uncertainty of fiscal status in FY21 and beyond
 - b. What is anticipated surplus FY21?
 - i. We don't know yet if there will be surplus
 - ii. Unanticipated COVID funds may contribute to extra at end year
 - iii. Prepaid tuitions also may contribute to extra
 - iv. We don't know what will be done with money
2. How will APS reflect apparent lower operating expense of 1.5mm be reflected in budget process?
 - a. What do we think expenses should be?
 - i. Plan to do deeper examination of what costs have been and are anticipated to be going forward
 - ii. This year COVID may have required some changes in school staffing including increase in staffing
3. How will APS reflect enrollment changes in LRP? (expect fewer students even after covid resolved, flattening of curve)
 - a. We do not anticipate flattening of curve
 - b. More analysis needs to be done in fall
 - c. Enrollment Forecast by consultant is underway
4. Where is APS re APS Strategic Plan, spending and milestone?
 - a. Michael needs to prepare a slide or two for this
5. Why was there lower than expected spending in FY20, FY21? (he thinks FY20 not affected by pandemic)
 - a. Unanticipated lower OOD enrollment & cost
 - b. COVID affecting uses of funds after February, suggesting more conservative
6. Legislature response re Chap 70 / lower funding because lower enrollment?
 - a. We continue to request this
7. APS decreased spending + lower enrollment means lower expenses for town, will this change next override date?
 - a. Lower enrollment might mean some funds turned back to town in FY22 from enrollment reserve
8. LRPC should consider alternative expense levels directly benefitting Arlington taxpayers
 - a. We do not agree

CF Email to KAA 1/5/21 (as background)

Dean, Sandy, Adam, Charlie had discussion about how approach his questions above plan should try to include the following with respect to school expenses and student population changes

1. Determine baseline actual for SPED
2. Determine baseline actual for General Education
3. Surpluses to Free Cash at some point
4. Population growth at 0, plus the “projected growth number” in a reserve account
5. Preserve the School’s Five-Year Strategic Plan, even by recasting the funding schedule if APS can’t implement according to the planned schedule (due to Covid).

Sandy and Dean were to determine what this meant ie details

Global Approach To Budget

The School budget must be analyzed from a global perspective. We cannot isolate different elements of the budget. The school budget's key elements are grounded in the 2019 override commitments:

- School general education budget growth of 3.5% annually to maintain services.
- Special Education growth at 7% annually to maintain services.
- Provide a 50% per student incremental funding for each net new student to maintain service levels.
- Targeted funding increases to fund specific positions. "Close the Gap".

2020 Budget Recap

The fiscal 2020 school budget's expenses exceeded its revenue by (\$x,xxx,xxx). This surplus was appropriated to a prepayment of future out-of-district special education costs (\$1,300,000), an appropriation to the special education reserve fund (\$500,000) and a return of unspent funds to the General Fund (\$600,00). The primary driver of the school department surplus was that out-of-district special education costs being less than budget in fiscal 2018, 2019 and 2020.

The Budget Surplus Moving Forward

The current budget surplus is great news in the short-term. It will allow the school department to prioritize and accelerate spending on its "closing the gap" plan. Many positions and programs that were presented to the taxpayers in the 2019 closing the gap plan have not been funded. As long as items from the plan remain unfunded, there's no near-term concern on what should be done with the surplus. The current budget surplus is great news in the long-term. If we accelerate funding of the closing the gap plan using the current out-of-district special ed surplus but in a subsequent year special education costs grow significantly (e.g. 15-20%), the school department will have the ability to address this growth without cutting general education services or eliminating services added from the closing the gap plan. Based on historic volatility in special education, this is a realistic possibility.

The current budget surplus is great news in the long-term. If the school department is able to accelerate its closing the gap funding, and upon completion of the plan special education costs remain below 7%, the town could look at the long-term funding of the school budget and create a plan that maintains services at a lower annual growth rate than current. This would likely coincide with the leveling off of school enrollment growth and the 50% per pupil funding.

2021 Incremental Net New Student Funding

As a responsible financial partner within the Town of Arlington, the school department has agreed to escrow its potential funding for net new students until we see actual net new students register for school. If there is no net new student funding, this will be a budget savings for the town.

2021 Disposition of the Department Surplus in Prepaid Out of District Tuition

There is currently \$1,300,000 of surplus 2020 funds that were used as a special education prepayment. This decision was wisely made toward the end of fiscal 2020 when there was significant budget uncertainty for fiscal 2021 and beyond. With that uncertainty abating, the surplus can be turned back to the General Fund on 6/30/2021.

General Thought

The school department's actual fiscal 2020 or potential fiscal 2021 surplus should not be looked at with scorn or as an opportunity to reduce school funding. The school department has prudently and responsibly managed its money in fiscal 2020 and 2021. Faced with a surplus in 2020 and a once in a lifetime pandemic, there was no plundering of money on frivolous or unnecessary expenses. If not allowed to execute on its closing the gap plan, the town would betray the taxpayers who voted in favor of it in June 2019. It would also send a chilling message through town government that responsible fiscal management and turnbacks to the general fund should be avoided.



Town of Arlington, Massachusetts

Approval of minutes



Town of Arlington, Massachusetts

Old business



Town of Arlington, Massachusetts

New business



Town of Arlington, Massachusetts

Adjournment



Town of Arlington, Massachusetts

Submitted by Kirsi Allison-Ampe, MD, Chair